

Outstanding Degree Requirements/Clearance Notification: During the 2nd or 3rd week of the month you have applied to graduate (as indicated on the Application for Degree) an email will be sent to your U of M assigned email account confirming clearance or detailing requirements that are outstanding. *Note:* University-assigned student email accounts are the University's official means of communication with all students. You are responsible for all information sent to you via your University-assigned email account.

Degree Clearance/Award of the Degree: Your degree will be awarded on the **last business day of the month** in which you complete all requirements. The degree is posted to your transcript by the Office of the Registrar approximately 2-3 weeks following the official conferral date; the diploma is mailed within 4-6 weeks. Please contact the Office of the Registrar directly with any questions regarding your transcript and/or diploma: helpingU@umn.edu or (612) 624-1111. *Note:* Award of your degree before the end of the term in any month may affect eligibility benefits (assistantships, visa requirements, student loans, housing, etc.). If you have questions, please confer with the office providing that benefit.

Graduation Checklist

- Active status:**
 - Registered for the current semester (*summer registration not required if registered for the previous spring semester*)
 - Failure to register will result in the discontinuation of your active student status and will require application for readmission and registration before you proceed with completing your degree. More information is available at: http://www.grad.umn.edu/current_students/registration/index.html

The following must be completed **no later than the first business day** of the intended month of degree completion.

- Graduate Application for Degree (attached):**
 - Submit to One Stop: 200 Fraser Hall (East Bank), 130 West Bank Skyway (West Bank), or 130 Coffey Hall (St. Paul)

The following must be completed **no later than the last business day** of the intended month of degree completion.

- Coursework:**
 - All coursework listed on your Degree Program is registered for **and** completed (grades posted to the transcript)
- Thesis***
 - Final and error-free version
 - One file in PDF format
 - Formatted according to *Preparing the Master's Thesis/Design Project* (attached)
 - Email to: mastetd@umn.edu with last name, first name, and month/year of graduation in subject line

The following must be submitted to The Graduate School, 316 Johnston Hall:

- Thesis Reviewers Report form (attached). Must be submitted prior to the final defense.
- Final Examination Report form
- 1 signature page with original signature(s) of your advisor(s)
- 1 extra title page
- Deposit Agreement Form (attached)

*Students unable to submit electronically must contact the Graduate School (gsmast@umn.edu) for information regarding submitting in paper.

Contact Info:

Master's and Certificate Degree Clearance
Phone: (612) 625-4019; e-mail: gsmast@umn.edu
Office hours: Monday-Friday; 8am-4:30pm
316 Johnston Hall
101 Pleasant St. SE
Minneapolis, MN 55455